

EVENT SAFETY CHECKLIST

(SMALL TO MEDIUM SIZED COMMUNITY EVENTS)



Government
of South Australia

SafeWork SA

PLANNING AND PREPARATION

Planning is an essential part of event success. When planning your event it is important to remember that each event is different, from the type and number of people attending to the nature of the event.

The Event Safety Checklist is a guide to many of the issues that must be considered when planning an event. Depending on the nature of your event some of these issues may require more detailed attention.



ACCESS AND EGRESS

- ☐ Entry and exit areas are clear and easily accessible for staff and expected crowd numbers
- ☐ Entry and exit areas are adequate for emergency exit and emergency services
- ☐ Thoroughfares are well defined and clearly marked

TRAFFIC FLOW

- ☐ Clearly defined areas for traffic which are separated from pedestrian areas
- ☐ Provisions for safe passage of emergency and other vehicles through pedestrian traffic
- ☐ Controlled traffic flow and adequate signage for directions

AMENITIES

- ☐ Adequate provision of toilets and hand washing facilities
- ☐ Availability of clean fresh water for both staff and attendees
- ☐ Adequate catering facilities, including clean up and food preparation areas

SIGNAGE

- ☐ Adequate signage for entries, exits, toilet facilities etc.
- ☐ Signage for any hazardous areas or substances
- ☐ Clearly signed first aid and fire extinguisher locations

MAINTENANCE

- ☐ Qualified and competent maintenance personnel available to undertake any repairs required
- ☐ Maintenance personnel have a contact person (e.g. event co-ordinator) and means of communicating with them
- ☐ Records of any maintenance undertaken kept for future reference

FIRE PREVENTION

- ☐ Suitable fire extinguishers (e.g. CO₂, water, chemical) and blankets are in appropriate areas, tested and in date
- ☐ Personnel are trained in extinguisher and blanket use
- ☐ Ignition source areas are kept clear at all times and easily accessible

EMERGENCY PROCEDURES

- ☐ Emergency response plan in place
- ☐ Emergency response team trained to carry out plan
- ☐ Current site maps available to all staff, emergency services and other relevant parties

FIRST AID

- ☐ First aid stations are suitably located, clearly signed and easily accessible for everyone
- ☐ First aid facilities are adequate for the type of event being held
- ☐ Good means of communication provided between event personnel and first aid stations

STAFF, VOLUNTEER AND CONTRACTOR TRAINING

- ☐ Staff and volunteers are adequately inducted and trained about the event (site specific)
- ☐ Copies of applications, memos and any training records are kept
- ☐ Contractors are given a relevant, site specific induction regarding the event
- ☐ Contractors provide detailed information on safe operating procedures and a current certificate of currency

ELECTRICAL

- ☐ Residual circuit devices (RCDs) are used where required, including all hand held electrical appliances and tools
- ☐ All portable electrical equipment including leads are tested (6 or 12 months in accordance with *AS/NZS 3000:2000 Electrical Installations*, known as the *Wiring Rules*, and *AS 3533 – Amusement Rides and Devices*). Tagging is also recommended
- ☐ Adequate protection of the public from electric shock and any trip hazards from cords are minimised
- ☐ All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water)
- ☐ Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation)

PERMITS, LICENSING AND REGISTRATION (INCLUDING BUT NOT LIMITED TO)

- ☐ Fireworks are only provided and used by pyrotechnicians licensed by SafeWork SA
- ☐ LPG/dangerous goods storage
- ☐ Mobile plant (forklifts, cherry pickers etc.) are only operated by licensed or certified operators
- ☐ Scaffolding more than four metres in height erected and dismantled by a person certified to do so
- ☐ Liquor licenses

UTILITIES/SITE SERVICES

- ☐ Location of all site underground services (power/gas/mains etc.) and overhead powerlines identified
- ☐ Relevant maintenance and event personnel have maps and are aware of locations

LIGHTING

- ☐ Adequate natural or artificial lighting provided for setting up, conducting and dismantling the event
- ☐ Portable lighting is tested and in date
- ☐ Suitable emergency lighting is available

STAGING AND PLATFORMS

- ☐ All seating, corporate boxes, overpasses, fences and main stages are signed off by a certified rigger or scaffolder. An engineer provides a signed certificate to the event organiser prior to any usage to ensure approved engineering and design standards are met
- ☐ A person erecting scaffolding more than four metres in height must hold a national certificate of competency (scaffolding) in order to erect and dismantle (refer to Permits, Licensing and Registration)
- ☐ Platforms are continuously monitored, particularly in extreme weather conditions

- ☐ Adequate access and egress around all staging and platforms for event patrons and emergency services

LADDERS

- ☐ Ladders are well maintained and suitable for the type of work being undertaken (e.g. electrical – approved ladders only)
- ☐ Assessments of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?)
- ☐ Assistance of a second person is provided where required

WORK AT HEIGHTS

- ☐ Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift)
- ☐ Only certified operators are used if cranes or elevated work platforms (EWPs) are required
- ☐ Evidence of compliance can be provided upon request from an authorised person (e.g. log books and certificate of competency)

MANUAL HANDLING

- ☐ All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying
- ☐ Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks)
- ☐ Light, small loads and physical aids (assistance from second person or team lift where needed) are used
- ☐ Staff and volunteers are trained in and use the S-M-A-R-T Lifting technique where possible and appropriate
 - ☐ S – size up the load
 - ☐ M – move in close
 - ☐ A – always bend the knees
 - ☐ R – raise object using your legs
 - ☐ T – turn using your feet

AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES*)

- ☐ Amusement structures are not used or operated unless a current certificate of registration issued by SafeWork SA can be provided. Interstate registrations are not acceptable in SA.
- ☐ All structures have current certificate of inspection issued by a professional engineer and qualified electrician
- ☐ Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons
- ☐ There is appropriate fencing surrounding rides
- ☐ There is appropriate soft-fall area for inflatable structures

INFLATABLE STRUCTURES* (IN ADDITION TO THE ABOVE REQUIREMENTS)

- ☐ A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)
- ☐ All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing
- ☐ Operator monitors prevailing wind conditions

LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS

- ☐ Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter
- ☐ LPG cylinders are secured to increase stability
- ☐ LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with *AS/NZS 1596:2002 - the Storage and Handling of LP Gas*
- ☐ All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date
- ☐ Compliance with *AS/NZS 1596:2002 - the Storage and Handling of LP Gas*
- ☐ A licence is held if keeping over 250 kilograms of LPG in cylinders or tanks

FUELS, FIREWORKS OR PYROTECHNICS

- ☐ Refer to Permits, Licensing and Registration

WEATHER CONDITIONS

- ☐ Use current Australian Bureau of Meteorology information to ascertain weather conditions www.bom.gov.au
- ☐ Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non slip mats for wet conditions, and shade, sunscreen and water provisions for heat
- ☐ Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer's specifications (inflatable structures must cease operation when wind speed reaches 40 km per hour)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ☐ All tasks undertaken by staff and volunteers are checked for the PPE required
- ☐ PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and is in good condition and working order
- ☐ Personnel are trained in using, maintaining and storing PPE

OTHER CONSIDERATIONS

This checklist includes many of the key safety issues for events but is not exhaustive and is intended only as a guide for event organisers. Other general event issues to consider as part of overall event preparation include:

- general security and crowd control
- traffic control and road usage considerations
- communication channels between parties
- site maps of area, highlighting specific services and utilities
- vendor/exhibitor general information
- noise levels
- alcohol and food requirements
- animal displays and requirements.

Further information may be provided by:

- South Australia Police (SAPol)
- Environment Protection Authority (EPA)
- Office of the Technical Regulator (OTR)
- Office of the Liquor and Gambling Commissioner
- local council.



DISCLAIMER

This publication contains information regarding occupational health and safety.

It includes some of your obligations under the Occupational Health and Safety legislation that SafeWork SA administers. To ensure you comply with your legal obligations you must refer to the appropriate Acts and Regulations.

This publication may refer to legislation that has been amended or repealed. When reading this publication you should always refer to the latest laws.

SAFEWORK SA

HELP AND EARLY INTERVENTION CENTRE

100 Waymouth Street, Adelaide

HELP CENTRE

Telephone: **1300 365 255** or **(08) 8303 0400** for mobile and interstate callers

Email: help@safework.sa.gov.au

To report all serious workplace accidents and incidents telephone **1800 777 209** (24 hour service)

LIBRARY

Telephone: (08) 8204 8877

Facsimile: (08) 8204 8883

Email: library@safework.sa.gov.au

BOOKSHOP

Telephone: (08) 8204 8881 or (08) 8204 8882

Facsimile: (08) 8204 8883

Email: bookshop@safework.sa.gov.au

Opening hours from 8.30am - 5.30pm,
Monday to Friday (the Help Centre
closes at 4.15pm on Wednesdays)

HEAD OFFICE

Level 3, 1 Richmond Road, Keswick

GPO Box 465, Adelaide, SA 5001

DX 715, Adelaide

COUNTRY OFFICES

BERRI

30 Kay Avenue, Berri

PO Box 346, Berri SA 5343

Telephone: **(08) 8595 2199**

MOUNT GAMBIER

Level 1, 11 Helen Street, Mount Gambier

PO Box 871, Mount Gambier SA 5290

Telephone: **(08) 8735 1199**

PORT LINCOLN

73-75 Tasman Terrace, Port Lincoln

PO Box 2862, Port Lincoln SA 5606

Telephone: **(08) 8688 3057**

PORT PIRIE

Level 1, 104 Florence Street, Port Pirie

PO Box 462, Port Pirie SA 5540

Telephone: **(08) 8638 4777**

WHYALLA

15-17 Horwood Street, Whyalla

PO Box 696, Whyalla SA 5600

Telephone: **(08) 8648 8733**

To speak to SafeWork SA in a language other than English, contact the Interpreting and Translating Centre on (08) 8226 1990 and ask them to contact SafeWork SA. This interpreting service is available at no cost to you.

www.safework.sa.gov.au